

## **CERTIFICATE OF COMPLETION REQUIREMENTS**

***Before the Building Commissioner issues a Certificate of Occupancy for your building, you must submit a Certificate of Completion (or Certificate of Partial Completion) to the Planning Board for acceptance prior to the date you wish to occupy your building. Under certain circumstances, the Planning Board may vote to provide a partial Certificate of Completion.***

***Below is a description of when, why and how to submit a Certificate of Partial Completion versus when, why and how to submit a Certificate of Completion.***

### **Form H: Certificate of Partial Completion**

A Certificate of Partial Completion should be submitted to the Planning Board for review, only when outstanding items at the site include features that do not impact the safety and welfare of those that will be accessing or occupying the site, i.e., landscaping features. Please complete items such as paving, parking striping, site lighting, drainage improvements and all dumpster area features prior to submitting a partial Form H as these items should not be included on a Partial Certificate of Completion.

A Partial Certificate of Completion needs to be signed by the developer's engineer and notarized, certifying that all improvements completed have been done according to approved site plan.

The Certificate of Partial Completion will require the engineer, owner and the Town's Independent Inspector to sign off on a Site Plan Work Completion List. This list indicates outstanding items to be completed at the site and the required date of completion that the owner is certifying these items will be completed by. Please note these forms **MUST** be signed by all required parties or they will not be accepted by the Planning Board for review.

### **Form H: Certificate of Completion:**

A Certificate of Completion should be submitted to the Planning Board when the site plan is complete and there are no outstanding items to be finished at the site. This form needs to be signed by the developer's engineer and notarized, certifying that all improvements completed have been done according to approved site plan.

### **Other Requirements:**

**PLAN ACCORDINGLY:** *Plan the occupancy of your site accordingly; be sure to review the Planning Board meeting dates in advance of your scheduled site opening.*

You will not be issued a Certificate of Occupancy (or Temporary Certificate of Occupancy) from the Building Commissioner if you have not had a Form H reviewed and signed off by the Town's independent inspector and have not had it accepted by the Planning Board.

The Form H needs to be submitted to the Department of Planning and Community Development (DPCD) with all required signatures **by noon (12:00 pm) the Monday before a scheduled Planning Board meeting.** This means you need to plan accordingly to coordinate inspections with the Town's independent inspector and submit your Form H to the DPCD by the required deadline ***prior to the planned opening of your business.***

Currently, under the provisions of Section § 185-45.L.(1), of the Town of Franklin Zoning By-Laws, the Town has hired BETA Group, Inc. to perform independent inspection services for Site Plans, Limited Site Plans and Subdivisions. Contact information for this firm is:

Matthew Crowley, P.E.  
BETA Group, Inc.  
315 Norwood Park South, 2<sup>nd</sup> Floor  
Norwood, MA 02062

[mcrowley@BETA-Inc.com](mailto:mcrowley@BETA-Inc.com)

Please contact Matthew Crowley directly with questions concerning site inspections, to coordinate scheduling of site inspections, and to sign a Form H prior to submittal to the Planning Board.